

Audacity for Audio Podcasts

Download Audacity from:

<http://audacity.sourceforge.net>

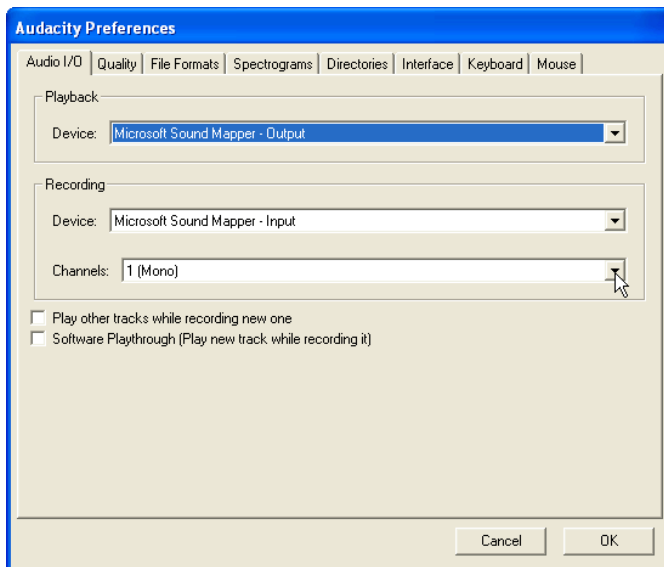
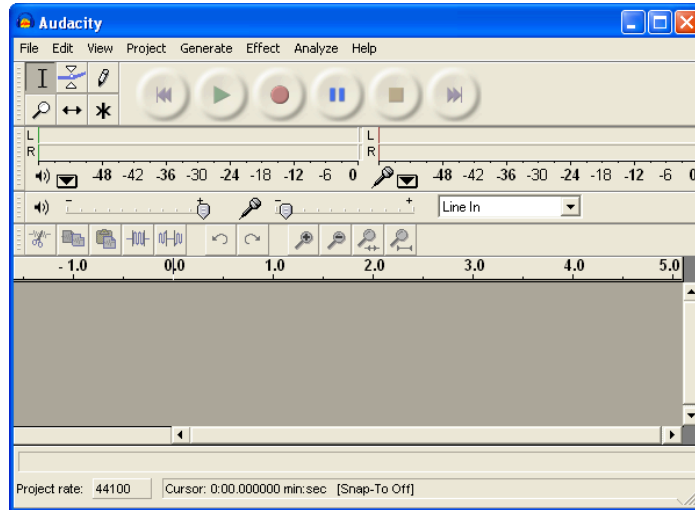
Also **LAME MP3 Encoder** to export audio files to MP3 format

http://www.free-codecs.com/Lame_Encoder_download.htm

Don't forget the microphone!

To Begin

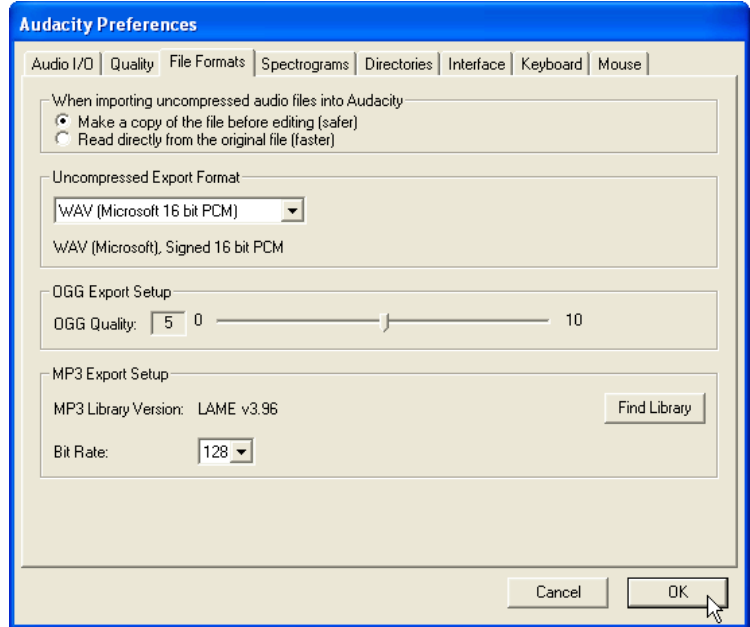
Open Audacity (from Start button >
Programs > Audacity
Screen will look like this:



To Setup Audacity Preferences

1. Edit Menu > **Preferences**
2. Click on the **Audio I/O** tab
3. Click on the Drop Down Menu in **Playback Device** and choose the appropriate device for listening to audio files
4. Click on the Drop Down Menu in **Recording Device** and choose the appropriate device for recording audio files
5. Also click **Channels** drop down menu and choose **1 (Mono)**

6. Click the **File Formats** tab
7. Click **Make a copy of the file before editing**
8. In the **MP3 Export Setup** section click the **Find Library** button, then click **YES** to proceed to locate *lame_enc.dll* file (location might be in C:\Program Files\Audacity)
9. Click **Open**, then **OK**



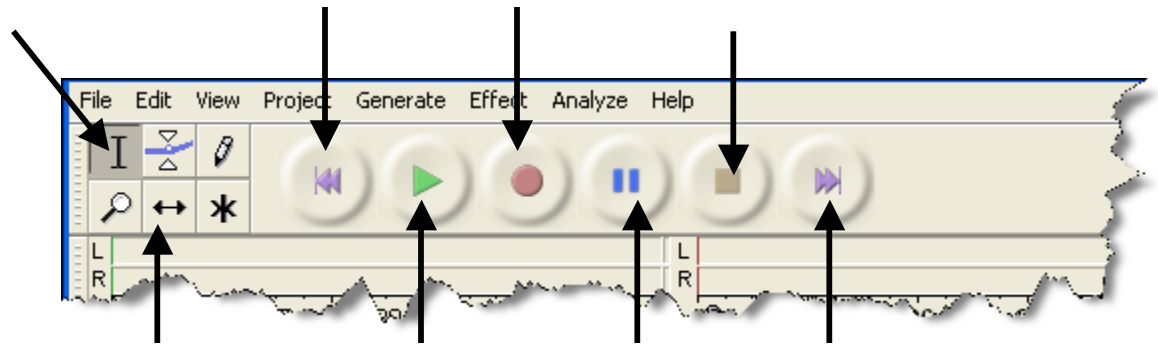
Audacity Toolbars

Insertion bar
(select audio to edit)

Start of track

Record Button

Stop Button



Move tool
(move audio clips)

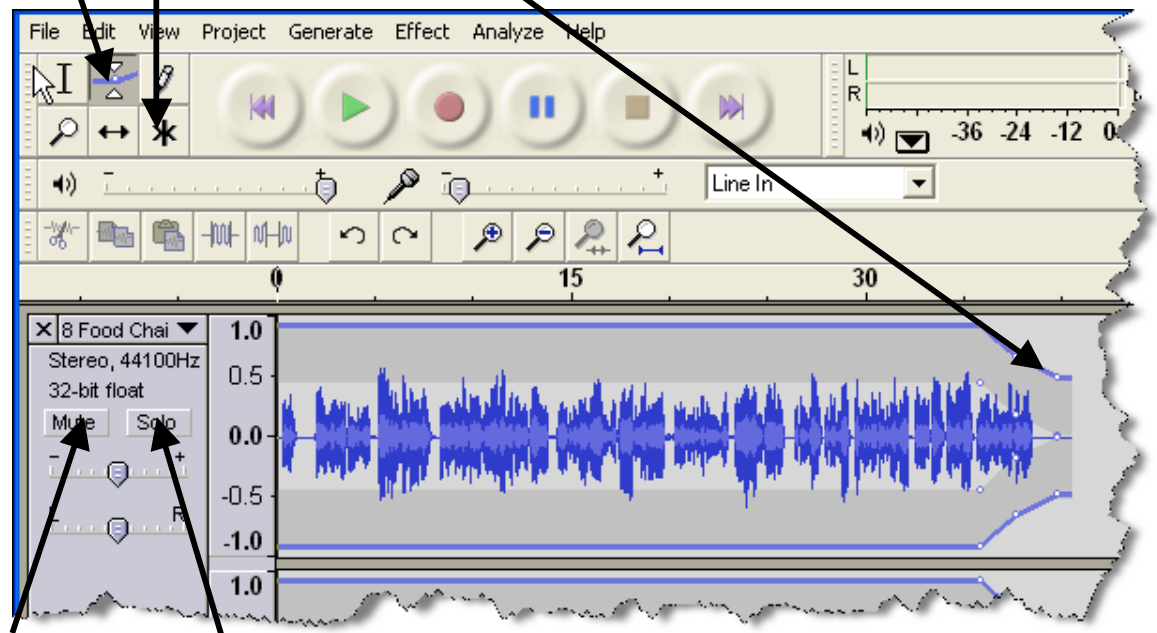
Play Button

Pause Button

End of track

Envelope tool
(change audio levels, fade in or out)

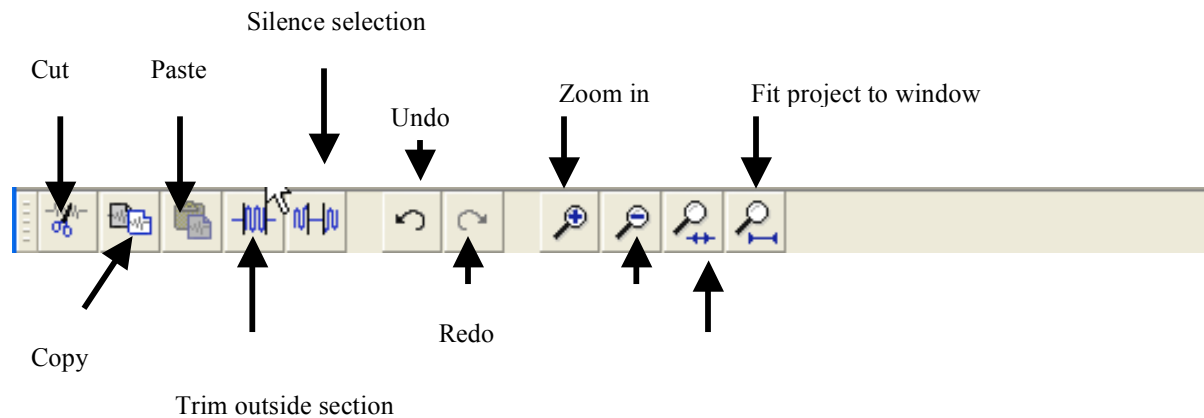
Multitool (use multiple editing actions with mouse)



Mute (mute the selected track)

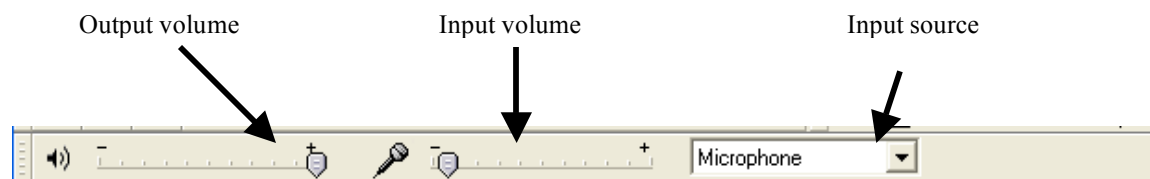
Solo (plays only the selected track)

Editing Tools



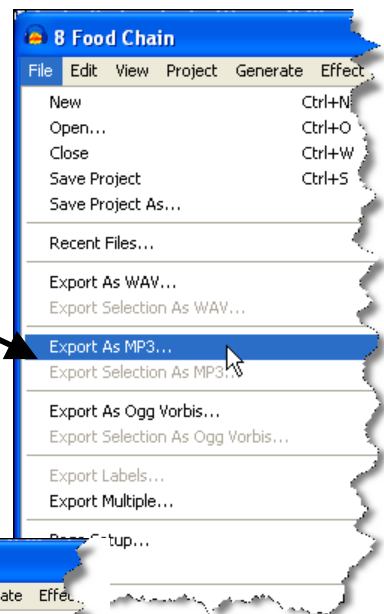
To Record:

1. Set input to **Microphone**
2. Adjust **Input** volume
3. Click **Record** button and begin speaking
4. Click **Stop** button to end



To Export as MP3 (used on web or Podcast)

1. From File > **Export As MP3**
2. Choose where to save this file
3. Name file
4. Click **SAVE** button



To Export as WAV (used in PowerPoint)

1. From File > **Export As WAV**
2. Choose where to save this file
3. Name file
4. Click **SAVE** button

